

4 August 1975

MEMORANDUM FOR: See Distribution

SUBJECT : Fees for Records Services

Attached herewith for your information is a copy of section 1900.25, Fees for Records Services, which is excerpted from Chapter XIX of the Federal Register of 19 February 1975.

John F. Blake  
Deputy Director  
for  
Administration

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20305

Fees for Records Services

(a) Search and duplication fees shall be charged according to the schedule set out in paragraph (c) of this section for services rendered in responding to requests for Agency records under this part. Records shall be furnished without charge or at a reduced rate whenever the Coordinator determines that waiver or reduction of the charge is in the public interest because furnishing the information can be considered as primarily benefiting the general public. The Coordinator also may waive or reduce the charge whenever he determines that the interest of the government would be served thereby. Fees shall not be charged where they would amount, in the aggregate, for a request, or a series of related requests, to less than \$4.

(b) Where it is anticipated that the fees chargeable under this section will amount to more than \$25, and the requester has not indicated in advance his willingness to pay fees as high as are anticipated, the requester shall be promptly notified of the amount of the anticipated fee or of such portion thereof as can readily be estimated. In appropriate cases an advance deposit may be required. The notice or request for an advance deposit shall extend an offer to the requester to confer with the Coordinator in an attempt to revise the request in a manner which will reduce the fees and meet the needs of the requester. Dispatch of such a notice or request shall suspend the running of the period for response by the Agency until a reply is received from the requester.

(c) The schedule of fees for services performed in responding to requests for Agency records is established as follows:

- (1) For each one quarter hour spent by clerical personnel in searching for a record, \$1;
- (2) For each one quarter hour spent by professional personnel in searching for a record, \$2;
- (3) For computer search, \$55;
- (4) For copies of paper documents in sizes not larger than 8 1/2 x 14 inches, \$0.10 per copy of each page; and
- (5) For duplication of non-paper media or any document that cannot be reproduced on a standard office copier actual direct cost.

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